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SENIOR SECRETARY III

(<http://agency.governmentjobs.com/lacounty/jobID=1185743&sharedWin>)

Salary ⓘ \$46,464.00 - \$60,912.00 Annually **Location** ⓘ Los Angeles County, CA

Job Type Full time

Department MENTAL HEALTH

Job Number TRMH2102A

DESCRIPTION

BENEFITS

Position/Program Information

**DEPARTMENT OF MENTAL HEALTH
TRANSFER OPPORTUNITY ANNOUNCEMENT
FILING START DATE: JULY 2, 2015**

The Department of Mental Health Chief Information Office Bureau is seeking a well-qualified organized individual to fill a vacant Senior Secretary III position.

The vacancy is located in the Technology Services Division located at the DMH headquarters annex building at 695 S. Vermont Avenue, Los Angeles, CA, 90005.

Essential Job Functions

- Prepares memos, letters, and instructions with or without dictation; proofreads division documentation and web site information, recommending improvements in content and design
- Readies materials for meetings; takes meeting minutes, discerning and documenting key decisions and action items
- Reviews material submitted for manager's attention, including online Service Catalog requests to ensure proper completion
- Gathers data and prepares reports

- Recommends improvements in operational procedures
- Liaises between the manager's office and other organizations
- Acts as intermediary between manager and staff; checks on the execution of division plans and projects; advises management of staff performance evaluations due; ensures staff is in compliance with required training; prepares and follows up on training/travel requests
- Screens telephone calls; makes appointments; schedules meetings and meeting rooms
- Tracks and maintains division office supplies
- Acts as backup for Chief Information Officer's secretary

Requirements

- Must be a permanent County of Los Angeles employee who has passed their initial probationary period and currently holding the payroll title of Senior Secretary III –or-
- Be on a current Certification List for Senior Secretary III

Desirable Qualifications

- Excellent oral and written communication skills with attention to detail
- Excellent interpersonal and customer service skills
- Excellent organizational and time management capabilities
- Effective as a team player
- Ability to also analyze and resolve problems independently
- Ability to work in a fast-paced environment, managing multiple priorities
- Proficient in Microsoft Office Word, Excel, Outlook , and SharePoint
- Likes learning and doing new things

Additional Information

****DO NOT APPLY ONLINE****

Permanent County employees who meet the requirements are invited to make their interest known by submitting: 1) cover letter 2) resume listing your current title and all secretarial experience 3) last two performance evaluations and 4) two years' Time History Report.

Karen Van Sant
Chief Information Office Bureau
695 S. Vermont Ave.
Los Angeles, CA 90005
213-251-6476

Email directly to: kvansant@dmh.lacounty.gov (mailto:kvansant@dmh.lacounty.gov)

All materials submitted will be evaluated. Only the most qualified individuals will be contacted for an interview.

Agency	Address	Website
County of Los Angeles	***** Los Angeles, California, 90010.	http://hr.lacounty.gov (http://hr.lacounty.gov)

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